

CITY OF HAYWARD

SR. CRIME PREVENTION SPECIALIST

DEFINITION

To plan, assign, and review the work of the Crime Prevention Specialist and volunteers; to perform a variety of responsible and complex work related to the crime prevention and other community-based programs.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level class within the Crime Prevention Specialist series, performing the more difficult and responsible types of duties associated with the crime prevention and other community-based programs which includes problem-solving, analyzing statistics and developing strategies with higher level personnel to address crime prevention issues. This position provides lead supervision to the Crime Prevention Specialists and volunteers to ensure program goals are met.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from a Sergeant, Lieutenant or the Deputy Police Chief.

Provides technical and functional supervision over assigned personnel.

ESSENTIAL DUTIES: Duties may include, but are not limited to the following:

1. Plan, assign, and oversee the development of the crime prevention programs (ie. Downtown Ambassador Program, Community Collaborative Program, Neighborhood Alert, etc.)
2. Evaluate and train assigned personnel in conducting investigations and inspections (related to Beat Health) and provide feedback on their performance and results.
3. Review community complaints, evaluate issues/concerns and assign specialists to follow-up; prepare statistical and narrative reports.
4. Oversee the training and enforcement of traffic regulations, ordinances, and laws related to abandoned vehicles and parking violations while working with the community and staff to address issues.
5. Facilitate and mediate neighborhood concerns of community members and develop preventive strategies to address them.

6. Identify crime patterns, develop suspect information for investigation follow-up and distribute information on crime series and suspects to patrol and investigative staff.
7. Make effective presentations to various community groups and City personnel.
8. Train assigned personnel how to organize community events.
9. Instruct assigned staff on investigative techniques so that information may be shared with the City and outside agencies to be used in a proactive manner to help the community.
10. Sponsor landlord training and education for neighborhoods on how to access the proper personnel for multi-agency responses.
11. Respond to the public; provide information and data as appropriate; answer phones as necessary.
12. Oversee and monitor Beat Health Program; coordinate and train assigned staff in the proper method of conducting Beat Health inspections.
13. Oversee and administer the Crime Stoppers Program.
14. Prepare and review newsletter articles; oversee security surveys for both residential and commercial customers and make recommendations for security-related enhancements.

OTHER JOB RELATED DUTIES

1. Perform other related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Assigning and reviewing the work of others.
- B. Principles and practices of crime prevention techniques.
- C. Principles of assessing the needs of the local community and community organizations..
- D. Crime analysis.
- E. Safe work practices.

Ability to:

- F. Plan, assign, and evaluate the work of others.
- G. Train assigned personnel.
- H. Interpret the laws and relay to the citizens of the community.
- I. Plan, utilize, and evaluate problem-solving strategies in response to community needs.
- J. Develop and maintain a positive work relationship with community leaders, co-workers, organizations, businesses, citizens and City departments.
- K. Compile and analyze statistical data and prepare written reports.
- L. Oversee a variety of programs and activities related to crime prevention
- M. Communicate effectively, both orally and in writing; speak effectively in large and small group settings.
- N. Establish and maintain effective working relationships with those contacted in the course of work.
- O. Perform assigned duties with minimal direction.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two years of increasingly responsible experience in crime prevention, community organizing or performing duties as a Crime Prevention Specialist in a department similar to the Hayward Police Department.

Education

Equivalent to the completion of twelfth grade. A Bachelor's Degree from an accredited university or college with coursework in crime prevention is highly desirable.

Licenses or Certificates

Valid California Class "C" driver's license is desirable.

Must possess or obtain, during the probationary period, a certificate of completion of a supervisory course issued by a recognized or accredited educational institution.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: ability to sit, stand, walk, kneel, lift up to thirty pounds and operate a computer. Work environment includes: working outdoors, in public meetings and standard office environment.

PROBATIONARY PERIOD: One year

186CS

September 2001

AAP GROUP: 10

FPPC STATUS:

FLSA STATUS: Non-exempt

8/21/01